

**Documentation
Request for Observation**

To be completed by parent or legal guardian.

Note: The parent or legal guardian must make all observation requests for themselves and/or for a third party. All observations will be approved by the building principal in agreement with the teacher based on whether the observation would or would not potentially disrupt the instruction or activities of the classroom.

Student Name	Grade	SS#	Date of Birth	Campus
--------------	-------	-----	---------------	--------

Purpose of the observation:

Observer's name and relationship to the student:

Requested Observation Date(s): _____ Time(s): _____

All classroom observations will follow these guidelines:

- Due to staff availability, classroom observations will be conducted on a mutually agreed upon time determined by the principal and the classroom teacher.
- All classroom observations requests should be turned in to the campus principal at least five school days prior to the requested date.
- The campus administration will designate appropriate space in the room so the observers will have full access to programs with the least disruption to the education of all the students in the class.
- Please do not interact with students, staff or other adults during the observation/visitation period.
- Total time for classroom observations will be no longer than 45 minutes per visit inclusive of all settings observed.
- Observers will be accompanied by an administrator and will meet briefly after the observation with the visitor.
- The campus requests a copy of any report of the observation generated by any 3rd party for the parent.

This institution does not discriminate on the basis of race, religion, color, national origin, gender, sex or disability in providing education services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and section 504 of the Rehabilitation Act of 1973.

**To be completed by the building Principal:
Classroom Observation Request**

Observation denied based on: _____

Observation approved

Date and Time of Observation: _____ (in consultation with the classroom teacher).

Notified parent/observer of the date and time

Principal Signature: _____ Date: _____

Retention: Until no longer administratively valuable.

Date of Destruction: _____